

Appendix A of WVOT-PR1001

Requesting a Technical Investigation of an Employee

****Sections 1 through 3 must be filled out by Supervisors or Managers Only****

Section 1

1. Supervisor or Manager Requesting Investigation _____

2. Title _____ 3. Agency _____ 4. Phone # _____

Section 2

1. Name of Individual to be Investigated _____

2. Email _____ 3. Userid _____

Section 3

1. Purpose of Investigation or Suspected Violation (see 4.1.3 of WVOT-PR1001, attach additional pages if necessary to explain)

2. Interval of Investigation From _____ To: _____

3. Report Due Date _____

Section 4

This section must ONLY be filled out by a Cabinet Secretary, a Commissioner, an Office Director, the Office of Special Investigations, or an Equivalent Authority:

1. Has the Technical Investigations procedure been read and understood? ___ Yes ___ No

2. Has the requestor provided sufficient information to initiate this investigation? ___ Yes ___ No

3. Does your Agency require Legal and/or Personnel approval for investigation actions? ___ Yes ___ No

4. If so, has this request been approved by your Agency Legal and/or Personnel Dept.? ___ Yes ___ No

5. (Print) Name _____ 6. Agency _____

7. Email _____ 8. Phone _____

9. Signature _____ 10. Date _____

This form must be forwarded to the Chief Information Security Officer (CISO) along with ALL supporting documentation. Send by Fax: (304) 558-1351 OR Mail: Office of Technology, One Davis Square, 321 Capitol Street, Charleston, WV 25301, Attn: CISO

Section 5 – ***Internal Use Only ***

1. Has the investigator verified the authorizing signature? ___ Yes ___ No

2. Signature of Investigator _____ 3. Date _____